

INTERN INDUCTION 101

Congratulations on welcoming a UC student into your organisation for a placement. Here's a few ways you can help get them off to great start!

Embrace Pre-boarding



A new term in the recruitment world, "pre-boarding" refers to the steps you can take to prepare for a placement, before your student even steps foot in the office! You might...

- **Announce their appointment** via email, and include them in this.
- **Keep in touch** by phone or email and let them know what to expect on day 1.
- **Invite them to a company event, or for an office visit** to help put them at ease.

Help them to fit into the team

Starting a new job can be daunting, and for some students this may even be their first experience in the workplace. To help them settle in, you could:

- **Setup get-to-know-you strategies** with the rest of the team e.g. a morning tea.
- **Ask your team members to make the first move!** Simple gestures like saying hello and introducing themselves, or asking about your students study and aspirations may seem small, but can have a big impact.
- **Assign them a 'buddy' or a mentor.** This should be someone other than their supervisor, who they can go to with questions or concerns.



Setting them up for success

As with any new starter, it's important to onboard your interns. Things to include might be:

- **Sharing your company/team/personal vision.** It's an important piece of helping any new team member understand their role in the organisation, and how their work contributes to the bigger picture.
- **Having a conversation about expectations.** Let them know what you need from them, and any deadlines in play. They should also know how to ask for help or support if they need it, and the best way to communicate with you/their team. Early communication on these areas can reduce confusion and complexity later down the road, especially in cases of remote working.
- **Ensure they have a space to work and any equipment they might need.** If they are working remotely, make sure they know which technologies to use and how to access these e.g. Zoom, Microsoft Teams.

